

# Workplace Alaska

## Class Specification Certification & Licensing Consultant

<b>Created:</b> 01/18/2005 by David Hull	<b>AKPAY Code:</b> P5921	<b>Class Code:</b> PG0102
<b>Finalized on:</b>	<b>Class Outline Cat:</b> B	<b>Class Range:</b> 21
	<b>Approved by:</b>	<b>Class Status:</b> Active
<b>Category:</b> Professional	<b>Class Title:</b> Certification & Licensing Consultant	
<b>Original Date:</b> 01/16/2005	<b>Use MJR Form:</b> Standard	

**Original Comments:**  
ORIGINAL

**Subsequent Revision Dates/Comments:**

09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

**Last Update:** **EEO4:** B **SOC:** 29-9099 **Census:** 02

**Last Update Comments:**

**Definition:**

Under general direction, the Certification & Licensing Consultant serves as technical and professional expert and consultant on licensing and certification of health facilities, residential care facilities, and community-based care programs. The incumbent provides consultative services primarily to agency executives and program managers. This is a single position job class.

**Distinguishing Characteristics:**

The Certification & Licensing Consultant serves as a subject matter expert on the licensing of all health facilities, community-based home care programs, and providers in Alaska. The position serves as a key resource for information on licensing and survey protocols, statutes, and regulations; recommends and drafts revisions to statutes and regulations; and assists managers in developing licensure and certification guidelines, processes, and procedures for new or revised programs. The incumbent conducts or coordinates research and analysis projects that require participation of other divisions or departments. The incumbent may perform administrative or management duties, but the primary purpose of the position is a subject matter expert, providing technical and professional assistance, expertise, and consultation.

The Certification & Licensing Consultant is distinguished from the Certification & Licensing Administrator by the Administrator's responsibility for the overall management of statewide licensing and certification of medical/health facilities and community-based programs, as well as responsibility for development of policy, budget, and other administrative functions for these programs.

The Certification & Licensing Consultant is distinguished from Health Facility Surveyors by the Surveyors' responsibility for conducting or supervising surveys of health care facilities and programs to evaluate the facility and its organization, administration, staff, procedures and services to determine the degree of licensure and certification compliance with local, state, and federal laws and standards.

Certification & Licensing Consultant is distinguished from Community Care Licensing Specialists by the Specialists' responsibility for providing state licensing and consultative services to child and adult residential care facilities, foster homes, child day care facilities, and child placement agencies.

**Examples of Duties:**

Provide technical and professional assistance and consultation to agency executives and management regarding certification and licensing programs, regulations, and requirements for all types of health facilities and community-based care programs in Alaska.

Conduct regular reviews of Alaska statutes and regulations; draft revised statutes and regulations to improve the state's licensing and certification programs; and coordinate the fiscal evaluation and public hearing processes.

Conduct regular research and analysis of federal and other states' regulations and laws regarding facilities and program licensing. Identify best practices to develop and revise Alaska's health policy, statutes, and regulations.

Provide guidance and recommendations to unit managers in analyzing, evaluating, and resolving issues such as assessing complex patient needs and appropriate care; assessing provider performance; conducting conflict resolution hearings; and interpreting codes and guidelines for issuing licenses and waivers.

Provide technical and professional expertise and interpretation in evaluating operations and activities of licensed facilities; determining which services are required of a provider under state and federal guidelines; and evaluating the impact of various reimbursement strategies for federal programs.

Provide technical and professional guidance and coordination in developing new or expanding existing certification and licensing programs;

develop new or revised policies and procedures to address changes in programs; recommend organization and staffing changes to improve agency services.

**Knowledge, Skills and Abilities:**

Thorough knowledge of state and federal laws, regulations, and standards related to health care administration and the principles, practices, and current developments of health care delivery and management systems.

Thorough knowledge of federal guidelines, policies, and conditions of participation relating to certification and licensing of medical and health facilities and community-based homes and programs.

Thorough knowledge of the types of health care facilities and community-based care programs in Alaska and their requisite levels of care and service delivery.

Considerable knowledge of the principles of health care related administrative management including organization, planning, staffing, training, budgeting, and reporting.

Ability to analyze health facility and community based care licensing and certification programs, systems and procedures; to assess them critically; to clearly articulate findings verbally and in writing; and make recommendations for changes.

Ability to establish and maintain effective relationships with government officials, professional personnel, and others contacted in the course of the work.

Ability to organize, evaluate, and present oral and written information effectively.

Ability to analyze complex issues and situations and propose reliable solutions.

**Minimum Qualifications:**

A master's degree from an accredited college in public health, health services administration, public health administration, health sciences, nursing, or a closely related field.

AND EITHER:

Two years of professional experience conducting on-site inspections and reviews to analyze and evaluate the licensing requirement or regulatory compliance of a variety of health care facilities, residential care facilities, or community-based care programs. The required experience is met by service as a Health Facilities Surveyor or Community Care Licensing Specialist with the State of Alaska or the equivalent with another employer.

OR

Three years of professional experience in the development, delivery, or management of health or social services programs. The required experience includes work in a health or social service program such as: developing and interpreting health or social services program regulations; supervising or leading the work of professional employees; providing direct professional services to clients; or conducting research on health or social service programs.

Substitution:

Two years of additional qualifying experience will substitute for the required master's degree.

**Required Job Qualifications:**

**(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)**

**Special Note:**

**Minimum Qualification Questions:**

Do you have a master's degree from an accredited college in public health, health services administration, public health administration, health sciences, nursing, or a closely related field?

AND

Do you have two years of professional experience conducting on-site inspections and reviews to analyze and evaluate the licensing requirement or regulatory compliance of a variety of health care facilities, residential care facilities, or community-based care programs? The required experience is met by service as a Health Facilities Surveyor or Community Care Licensing Specialist with the State of Alaska or the equivalent with another employer.

**Or Substitution:**

Do you have a master's degree from an accredited college in public health, health services administration, public health administration, health sciences, nursing, or a closely related field?

AND

Do you have three years of professional experience in the development, delivery, or management of health or social services programs? The required experience includes work in a health or social service program such as: developing and interpreting health or social services program regulations; supervising or leading the work of professional employees; providing direct professional services to clients; or conducting research on health or social service programs.

**Or Substitution:**

Do you have four years of professional experience conducting on-site inspections and reviews to analyze and evaluate the licensing requirement or regulatory compliance of a variety of health care facilities, residential care facilities, or community-based care programs?

The required experience is met by service as a Health Facilities Surveyor or Community Care Licensing Specialist with the State of Alaska or the equivalent with another employer.

**Or Substitution:**

Do you have five years of professional experience in the development, delivery, or management of health or social services programs?

The required experience includes work in a health or social service program such as: developing and interpreting health or social services program regulations; supervising or leading the work of professional employees; providing direct professional services to clients; or conducting research on health or social service programs.